

CONFIDENTIAL30 September 1946

COPY NO. 37

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CENTRAL INTELLIGENCE AGENCYC.I.G. ADMINISTRATIVE

25X1A

TENTATIVE C.I.G. ADMINISTRATIVE PROCEDURE FOR THE
HANDLING OF INCOMING AND OUTGOING WRITTEN COMMUNICATIONS EXCEPT CABLES

Effective 14 October 1946 the procedure outlined below will be put into effect on a tentative and trial basis in order to develop a satisfactory C.I.G. system for the handling of written communications, except cables. The procedure for handling cables will be the subject of a later administrative order. [REDACTED] is detailed, in addition to his other duties, as a special representative of the Executive to the Director for the purpose of supervising and placing into effect the system outlined below. He is authorized to make such changes in the tentative system as may be necessary from time to time until a final system is developed. It is realized that the tentative system will have defects that must be corrected. All concerned must bear in mind that the objectives of this administrative procedure are to provide security for written communications, to expedite the flow of material and the handling of C.I.G. business, and to expedite the flow of incoming intelligence information to the Office of Research and Evaluation.

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SECTION IGENERAL1. CENTRAL REGISTRY SECTION

The Central Registry, a section under the Communications Division of the Personnel and Administration Branch, will have the following organizational units:

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- a. Incoming Unit
- b. Special Distribution Unit
- c. Distribution Unit
- d. Central Records Unit
- e. Information Distribution Unit

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*Supplemented by
CIG Memorandum [REDACTED]
Dated 4 April 1947*

EFFECTIVE 30 JUNE 1947 CIG ADMINISTRATIVE ORDERS WILL REMAIN IN FORCE UNTIL CANS
CELED OR SUPERSEDED
INTEGRATED WITH C.I.G. MEMORANDUM [REDACTED] AND RENUMBERED TO C.I.A.
ADMINISTRATIVE INSTRUCTION [REDACTED]

The Central Registry will receive and dispatch all incoming and outgoing material for C.I.G., except cables; will classify for ready reference for filing all incoming and outgoing material; will maintain files on all material, except intelligence information; and will provide officer and enlisted courier service for C.I.G.

2. UNIFORM FILING SYSTEM

The Central Registry Section, Communications Division, Personnel and Administration Branch, will establish a uniform filing system for the information and guidance of all offices of C.I.G. in the filing of material other than cables and intelligence information. The Central Registry Section will publish and distribute the procedures for the establishment of such a system to be called the "C.I.G. File Classification System."

3. OFFICE AND STAFF MESSAGE CENTERS

Each office of C.I.G. and appropriate staff branches and divisions will maintain Message Centers. The organization and functioning of these Message Centers will be under the direction of Assistant Directors for their offices and of heads of appropriate staff echelons.

4. MESSENGERS AND COURIERS

The Central Registry Section will provide secure couriers for the handling of communications and other papers between the Office and Staff Message Centers, and between C.I.G. and certain outside agencies. The Central Registry will inform all concerned of the schedules on which these couriers operate. The development of the system for the delivery of papers within the offices and staff echelons of C.I.G. is left to the discretion of office and staff heads concerned.

5. C.I.G. ADDRESS

Incoming material for the Central Intelligence Group will be addressed as follows:

Central Intelligence Group
(Name of activity)

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Correspondents of the various activities of C.I.G. should be advised to use this address for forwarding both classified and unclassified material.

SECTION II

INCOMING MATERIAL, OTHER THAN INTELLIGENCE INFORMATION AND CABLES

6. CENTRAL REGISTRY PROCEDURE

a. The Incoming Unit of the Central Registry Section will:

- (1) Open envelope or other container of material received.
- (2) If material is received under a courier or registry number, the outer envelope on which this number appears will be attached to the correspondence.
- (3) Tim. stamp material.
- (4) Assign C.I.G. Control Number.
- (5) Assign security classification (i.e. TOP SECRET, Secret, Confidential, Restricted or Unclassified), to material which is received unclassified, and which according to C.I.G. policy requires a security classification.
- (6) Route material to Special Distribution Unit if the classification of the material is Top Secret or to the Distribution Unit if the security classification is Secret, Confidential, Restricted, or Unclassified.

b. The procedures of the Special Distribution Unit and Distribution Unit do not differ substantially, their separation being for the purpose of insuring secure handling and transmission of Top Secret. They will:

- (1) Assign a File Classification Number which is obtained from the File Classification Book published by the Central Registry Section.
- (2) Prepare C.I.G. File Card, Form No. 35-1 (sample attached as TAB A) in five copies (original - white; first carbon - blue; second carbon - salmon; third carbon - green; fourth carbon - yellow) indicating in the spaces provided for each purpose:

(a) CIG Control Number

(b) Above "Security Classification" type the security

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classification assigned the paper

(c) Source of material

(d) The basic File Classification Number which has been assigned the paper

(e) Date of material (in case of a file or series of indorsements the date recorded will be that of the most recent paper or indorsement)

(f) Number of copies of material

(g) Number of indorsements (if indorsements are concerned)

(h) Number of inclosures forwarded with the material

(i) Date of receipt of material according to time stamp

(j) That material is incoming

(k) Copy number

(l) Determine from correspondence whether a reply is expected or required, and if so, indicate in appropriate space the date on which a reply is due, allowing in all instances a reasonable time.

(m) Courier, registry number or any other identifying number under which the material was received

(n) Above "Cross Reference" indicate such cross reference as may be required to supplement the basic File Classification Number

(o) The subject as indicated on material, and if not indicated thereon, a subject should be prepared which will unmistakably identify the contents.

(p) The office of C.I.G. to which the material is to be routed. In the same box will be typed in small letters the initials of the person making the routing. If the person preparing the form did not indicate the routing his initial will appear after a diagonal mark after the initial of the router.

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(3) After preparation of the CIG File Card, Form No. 35-1, the following disposition will be made of each copy of the form:

(a) Original to be filed by Central Registry under File Classification Number.

(b) First carbon will be filed by Central Registry under CIG Control Number.

(c) Fourth carbon will be attached to paper by staples and will not be removed until the paper has been returned to Central Records.

(d) Second carbon will be attached by paper clips to the paper, to be withdrawn by the Office or Staff Message Center for file in their file records.

(e) Third carbon will be filed by Central Registry under "Source."

(4) Prepare for each receiving office a Consolidated Receipt, Form No. 35-3 (sample attached as TAB B) in three copies on which will be recorded classification, number of copies and CIG Control Number.

(5) Envelope material for officer or enlisted courier transmittal according to established C.I.G. procedure.

(6) Be responsible for insuring that all receipts are returned from the receiving Office or Staff Message Centers in a reasonable length of time.

(7) Turn over all receipts to Central Records Unit for filing in permanent receipt files. These receipts will be maintained for a period of two years, after which time they may be destroyed.

7. OFFICE AND STAFF MESSAGE CENTER PROCEDURE

In each Office or Staff Message Center the Top Secret Control Officer will have designated specific clerks to handle Top Secret and other critical material. Upon receipt of material in the Office or Staff Message Center from the Central Registry Section, Message Centers will carry out the following procedures:

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a. Check the Consolidated Receipt Form to insure that all papers are accounted for by a recorded CIG Control Number. It should be borne in mind that when a person signs for a CIG Control Number he is not only signing for the document itself, but he is accepting the information contained on the File Card as being correct (i.e. that the number of copies of the paper, inclosures, etc. as listed on the File Card are correct).

b. Sign the Consolidated Receipt Form indicating time and date of receipt, and put in the out basket for immediate return to Central Records. If the Office or Staff Message Center check reveals that material listed on the receipt has not been received, or that the File Card is incorrectly prepared, Central Registry will be contacted immediately before the material listed on the receipt is distributed by the Office or Staff Message Center. The Central Registry Section will immediately take action to make necessary corrections.

c. After the receipt has been signed, the Office or Staff Message Center will determine the routing to be given that paper and will then enter the routing on the Message Center Copy of the File Card, with a notation showing the date of routing and the initial of the person making the routing.

d. The File Card will then be filed in numerical sequence by CIG Control Number, except that if a date has been indicated by which time a reply must be prepared, the File Card will be filed by due date of reply in a suspense file. The Office or Staff Message Center in that case will prepare on a blank card of any type a note that a certain CIG Control Number is filed under a certain suspense date. When the answer has been prepared and forwarded to Central Registry for dispatch the temporary card in the numerical file will be destroyed and replaced by the File Card which has been removed from the suspense file.

e. If the Office or Staff Message Center decides that the paper was erroneously routed to that office or staff echelon, the paper with the office copy of the File Card will be returned to Central Registry with a

note requesting the removal of that CIG Control Number from the receipt form already accomplished, and a statement explaining why it has been returned with a suggested routing if possible.

8. RECIPIENT'S PROCEDURE

The procedure to be followed in the routing, recording and filing of papers within an office or staff echelon will be determined by the chiefs of those offices.

SECTION III

OUTGOING MATERIAL, OTHER THAN INTELLIGENCE REPORTS

9. ORIGINATING OFFICE PROCEDURE

a. All correspondence prepared for dispatch from C.I.G. will be prepared in accordance with C.I.G. Administrative Order [REDACTED] dated 26 August 1946, or any subsequent order which rescinds or amplifies Administrative Order [REDACTED] 25X1A 25X1A

b. Originating offices will insure that in all cases a memo for record will accompany the Central Records copies of the papers to be dispatched giving complete background information.

c. The procedure for the recording and transmittal of outgoing material from the originating office to the Office or Staff Message Center is left to the discretion of the Assistant Directors and the chiefs of the staff echelons.

10. OFFICE OR STAFF MESSAGE CENTER PROCEDURE

a. Office or Staff Message Center will check to see that an adequate number of copies have been furnished by the originating office, as well as to insure the adequacy of the memo for record.

b. Office or Staff Message Center will prepare receipts and envelopes for all material for which they are required.

c. The Office or Staff Message Center will enter information regarding the paper on the daily log of outgoing material (suggested sample

attached as T.B C; Office and Staff Message Centers may use a variation of this form as long as all information shown on the sample form is given on the substitute form), and forward the paper to the Central Registry.

d. After the Central Registry has completed its processing (to be described in paragraph 11 below) the Office or Staff Message Center will receive a copy of the File Card to be placed in their numerical CIG Control Number file. Upon receipt of this File Card the record on the daily log of the Office or Staff Message Center will be lined through. If a File Card has not been received in the Office or Staff Message Center within twenty-four hours a check will be made with Central Registry to ascertain the cause of delay.

11. CENTRAL REGISTRY PROCEDURE

a. Outgoing correspondence will be delivered initially to the Special Distribution Unit if the material is Top Secret, or to the Distribution Unit if the material is classified Secret or below. The Outgoing Clerk of each of these units will:

(1) Check the correspondence to see that it is prepared in accordance with C.I.G. Administrative Order [REDACTED]

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(2) Assign CIG Control Number (the Special Distribution and Distribution Units will receive each day from the Incoming Unit a block of CIG Control Numbers to be used in the numbering of outgoing material).

(3) Assign File Classification Number and indicate Cross Reference.

(4) Prepare File Card, Form No. 35-1 indicating in the spaces provided for that purpose the following information:

- (a) CIG Control Number
- (b) Security classification assigned the paper
- (c) Source (originating office)
- (d) Basic File Classification Number assigned paper

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- (e) Date of outgoing correspondence
- (f) Number of copies of material
- (g) Number of indorsements (if indorsements are concerned)
- (h) Number of inclosures dispatched with material
- (i) Date of dispatch
- (j) The fact that the correspondence is outgoing
- (k) Copy number
- (l) Indicate such cross references as may be required to supplement the basic File Classification number.

(m) Subject as indicated on material, and if not indicated thereon, a subject should be prepared which will unmistakably identify the contents.

(n) Addressee of the material. In the same box will be typed in small letters the initials of the person preparing the File Card.

(5) Pass outgoing material to the Dispatchers of the Special Distribution Unit and Distribution Unit depending upon classification of material.

b. The Dispatchers of the Special Distribution Unit and Distribution Unit will:

- (1) Remove File Card and Record copies
- (2) Envelope material
- (3) Indicate on the File Card the courier or registry number under which material is to be dispatched
- (4) Distribute File Cards as follows:
 - (a) Original, first carbon, third carbon to Central Records.
 - (b) Second carbon to Office or Staff Message Center from which the material was received.

- (5) If material is to travel in the air or special delivery postal channels, will apply needed postage.
- (6) If material is classified will prepare courier or registry receipts for delivery to Post Office or Courier.
- (7) Deliver to Post Office or Courier.
- (8) Deliver Record copies to Central Records.

INTER-OFFICE MATERIAL

12. Material to be sent from one office of C.I.G. to another will be transmitted by the Central Registry couriers directly between offices, or by authorized personnel of the office dispatching the material. There will be no channelizing of such material through Central Registry for record keeping purposes. It will be the responsibility of the Office or Staff Message Centers to keep adequate records of all inter-office material.

13. The systems of recording to be used in the Office or Staff Message Centers may be developed to fit the needs of each particular office, the only requirement being that at all times the Office or Staff Message Centers can account for the disposition of all inter-office material, both outgoing and incoming. It is suggested that the proposed log for outgoing material could also be used for recording inter-office material both incoming and outgoing.

14. The result of much inter-office correspondence is either a directive or order for the division, or the production of an outgoing letter or report. In either case the inter-office correspondence need not be forwarded to Central Records for file unless such inter-office correspondence contains information of considerable value which will supplement the information contained in the memo for record on outgoing mail, or will supplement the information in the published directive or order. In cases where the inter-office correspondence does not result in a formal product which will reach Central Records, the correspondence upon completion will be forwarded to Central Records only if the subject matter in the opinion either of the originator or the final recipient of the correspondence is of sufficient value to justify its retention in ~~Central Records~~ files.

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SECTION IV

INCOMING INTELLIGENCE INFORMATION, OTHER THAN CABLES

15. CENTRAL REGISTRY PROCEDURE

a. The Incoming Unit of the Central Registry Section will:

- (1) Open envelope or other container of material received.
- (2) If material is received under a courier or registry number, the outer envelope on which this number appears will be attached to the material.
- (3) Time stamp material.
- (4) Assign C.I.G. Control Number
- (5) Assign security classification (i.e. TOP SECRET, Secret, Confidential, Restricted or Unclassified) to material which is received unclassified, and which according to C.I.G. policy requires a security classification.
- (6) Pass to Information Distribution Unit if the material is Secret or below in security classification and to Special Distribution Unit if the material is Top Secret.

b. The Information Distribution Unit and Special Distribution Unit will:

- (1) Assign the report a File Classification Number which is obtained from the File Classification Book published by the Central Registry Section.
- (2) Prepare CIG File Card, Form No. 35-2 (sample attached as TAB D) indicating in the spaces provided for each purpose:
 - (a) CIG Control Number
 - (b) Security classification
 - (c) Source
 - (d) File Classification Number
 - (e) Date of receipt
 - (f) Number of copies
 - (g) Number of inclosures

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- (h) Name of agency which forwarded material to C.I.G.
- (i) Date of document
- (j) Number assigned to document by transmitting agency
- (k) Courier number or any other identifying number under which the material was received

(l) Subject with any other information which should be recorded for which spaces are not provided.

(3) Review the document very briefly to see if any agency in C.I.G. other than the Office of Research and Evaluation should receive a copy of the material. For this purpose representatives of the Office of Research and Evaluation and the Office of Collection and Dissemination will sit in the Information Distribution Unit (if the intelligence information were routed initially to Special Distribution, that unit will refer the intelligence information documents to this representative for review). After review the distribution which the material is to receive within C.I.G. will be noted in the space provided for that purpose on CIG File Card, Form 35-2.

(4) The File Card, Form No. 35-2, will then be distributed in the following manner:

(a) Original and third and fourth carbon will be forwarded with the copies of material going to ORE.

(b) First carbon copy will be filed in CIG Control Number File in Central Registry.

(c) Second carbon will be filed in Filing Classification Number File in Central Registry.

(d) Fifth copy will be filed in "Source" file of Central Registry.

(e) If the distribution on a document is so wide that the six copies of File Card, Form No. 35-2 are inadequate, another series of six copies will be prepared.

(5) Prepare for each receiving office a Consolidated Receipt.

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Form No. 35-3 (sample attached as T.B B) in three copies on which will be recorded classification, number of copies, and CIG Control Number.

(6) Envelope material for transmittal by officer or enlisted courier.

(7) Be responsible for insuring that all receipts are returned from the receiving Office and Staff Message Centers in a reasonable length of time.

(8) All receipts will then be turned over to Central Records for filing in permanent receipt files. These receipts will be maintained for a period of two years, after which time they may be destroyed.

16. OFFICE OR STAFF MESSAGE CENTER PROCEDURE

Upon receipt in the Office or Staff Message Center from the Central Registry Unit, Message Centers will carry out the following procedures:

a. Check the Consolidated Receipt form to insure that all papers are accounted for by a recorded CIG Control Number. It should be borne in mind that when a person signs for a CIG Control Number he is not only signing for the document itself, but he is accepting the information contained on the File Card as being correct (i.e. that the number of copies of the paper, inclosures, etc. as listed on the File Card are correct).

b. Sign the Consolidated Receipt Form indicating time and date of receipt, and put in the out basket for immediate return to Central Records. If the Office or Staff Message Center check reveals that material listed on the receipt has not been received, or that the File Card is incorrectly prepared, Central Registry will be contacted immediately before a single piece of material listed on the receipt is distributed by the Office or Staff Message Center. The Office or Staff Message Center will then abide by whatever instructions it receives from Central Registry.

c. After the receipt has been signed, the Office or Staff Message Center will determine the routing to be given that paper.

d. The clerk will then enter the routing on the Message Center copy of the File Card, with a notation showing the date of routing and the initial.

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of the person making the routing.

g. The File Card will then be filed in numerical sequence by CIG Control Number. In the case of the Office Message Center of the Office of Research and Evaluation two additional copies of the card are furnished. In addition to the CIG Control Number file, that office will file one copy of the form by "Source"; the third copy will be attached to the copy of the document which is forwarded to the Intelligence Library (if no copy is available for direct routing to Library the third copy will be attached to the routed copy which is designated as the Library File copy). Upon receipt in the Library of ORE this copy of the form will be removed when the basic Intelligence Library File Classification has been determined for the report. This classification will be written over the face of the third copy of the File Card and returned through the Office Message Center to Central Registry, where a notation on the CIG Control Number Card will be made of the ORE classification.

SECTION V


OUTGOING INTELLIGENCE REPORTS

Intelligence reports prepared and published in Central Intelligence Group will be distributed in the following manner:

17. Office of Collection and Dissemination will furnish the Special Distribution Unit or the Distribution Unit a dissemination order covering the dissemination of each C.I.G. publication.

18. After publication all copies of the report will be forwarded to Special Distribution Unit or Distribution Unit, depending upon the classification of the report, where distribution will be made automatically according to the dissemination orders.

FOR THE DIRECTOR OF CENTRAL INTELLIGENCE:


Colonel, CIG
Executive for Personnel
and Administration

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Control No.	Sec Cl	Source	File Classification	
Date of Mat	No. Cc	No. Inds	No. Incls	Date Rec/Dispatch
In, Out	Cpy. No. Reply Date		Courier No.	
Subject				
Form No. 35-1 Sep+ 1946				
Original- File Classification Card File			Routing	
1st Copy- Central Registry Control No. File				
2nd Copy- Office Message Center Control No. File				
3rd Copy- Central Registry Source File				
4th Copy- To Accompany Paper				

(The actual size of the above form is 3" x 5")

File Card, Form No. 35-1

TAB "A"

TO: _____

Signature _____

$$Dz^{\frac{1}{2}} \in$$

(The actual size of the above form is 5" x 8")

CONSOLIDATED RECEIPT, FORM NO. 35-3

Approved For Release 2001/07/12 : CIA-RDP81-00728R000100050016-2

Approved For Release 2001/07/12 : CIA-RDP81-00728R000100050016-2

[illegible]

Approved For Release 2001/07/12 : CIA-RDP81-00728R000100050016-2

Control No.	Sec Clas	Source	File Class No.
Date Rec.	No. Cc.	No. Incls.	Distrib'ion in ORE
Transmitting Agency			<input type="checkbox"/> AM
Date of Doc.	Agency No.	Courier Number	<input type="checkbox"/> WF/A
Dist. in CIG			<input type="checkbox"/> AE/I
			<input type="checkbox"/> LL
			<input type="checkbox"/> FE
Subject			<input type="checkbox"/> Ed
Form No. 35-2 Sept 1946			<input type="checkbox"/> Other
Original - For ORE Files			
1st Copy - Central Registry Control No. File			
2nd Copy - Central Registry File Classification No. File			
3rd Copy - For ORE Files			
4th Copy - For ORE Files			
5th Copy - Central Registry "Source" File			

(The actual size of the above form is 3" x 5")

File Card, Form No. 35-2

TAB "D"

STATINTL

CENTRAL INTELLIGENCE ~~GROUP~~ AGENCY
Washington, D. C.

STATINTL

ADMINISTRATIVE
INSTRUCTION

23 June 1947

SUBJECT: Use of CIG Inter-Office Chain Envelope

EFFECTIVE UNTIL CANCELLED OR SUPERSEDED1. GENERALa. When Used

Effective 1 July 1947, the offices of CIG will use the official CIG inter-office chain envelope for the transmittal of documents below TOP SECRET in classification and which are traveling within the CIG Messenger and Courier Systems to other offices of CIG. Under no circumstances will the envelope be used for the transmittal of TOP SECRET documents. Documents will not be transmitted outside CIG in the inter-office chain envelope.

b. Stocking of Inter-Office Chain Envelopes

Each Office Message Center, and designated pick-up and delivery points within Offices which are located in buildings separated from the Office Message Center, will be supplied by Central Records with the number of inter-office chain envelopes needed to begin operation. Requests for such envelopes and the number needed should be referred to [REDACTED] on extension 719 or 720 before Friday, 27 June 1947.

c. Delivery of Mail to Office Message Center

All mail delivered to an Office Message Center by CIG Regular Couriers will be contained in CIG inter-office chain envelopes. The responsible individual in the Office Message Center will detach the receipt (CIG Form 35-16) from the inter-office chain envelope, acknowledge receipt by signing Form 35-16, and give signed receipt to the Courier.

2. DISPATCHING OF CIG DOCUMENTS IN INTER-OFFICE CHAIN ENVELOPESa. Additional Wrapping Not Necessary

The Office Message Center will dispatch by Courier all outgoing inter-office mail (and that intra-office mail which is destined for a segment of an office housed in a separate building) in CIG inter-office chain envelopes without additional wrapping. A separate

INTEGRATED WITH CIG MEMO [REDACTED] AND CIG ADMIN. ORDER [REDACTED] AND RENUMBERED
TO C.I.A. ADMINISTRATIVE INSTRUCTION [REDACTED]

inter-office chain envelope will be prepared for each Office Message Center to which materials are being sent.

b. Preparation of Face of Envelope

It is essential that the columns appearing on the inter-office chain envelope be filled in completely, and that the office designation always be indicated. If it is the desire of the sender to dispatch the document to a specific individual, the individual's name may be noted in parentheses after the office designation; for example:

FROM: OGD TO: ORE (Attn: Mr. Blank)

In all instances, room number, when known, and building will be indicated in the proper column. The CIG inter-office chain envelope will not be thrown away until all spaces have been used, or until the envelope is completely worn out. If an Office Message Center accumulates a stock of envelopes which exceeds its needs, the surplus will be returned to the Courier serving the Office.

c. Mail Transmitted Outside CIG

Mail to be transmitted outside CIG will be prepared at the Office Message Center for ultimate transmittal. This will include packaging in the manner prescribed by the Security Regulations (e. g., double envelopes when the security classification is SECRET or CONFIDENTIAL), and will also include preparation of appropriate transmittal instructions (e. g., postage slip Form 35-11 or courier receipt). The outgoing log number assigned the mail by the Office Message Center will be placed in the upper left-hand corner of the transmittal envelope. The Central Files copy of the correspondence will be clipped to the back of the envelope. This mail will then be transmitted to the Central Mail Room in an inter-office chain envelope addressed to the Central Mail Room for dispatch outside of CIG through appropriate Courier or mail channels.

d. Transmitting CONFIDENTIAL or SECRET Documents

The CIG inter-office chain envelope, when used to transmit CONFIDENTIAL or SECRET documents, will be sealed with one CIG gummed label and the initial of the sealer will be entered in an appropriate place on the seal. These seals may also be obtained from [REDACTED]. Under no circumstances should scotch tape be used to seal the inter-office chain envelope.

e. Transmitting Unclassified or Restricted Documents

The CIG inter-office chain envelope, when used to transmit only unclassified or Restricted material, need not be sealed in any manner, but the envelope flap should be pushed inside.

STATINTL

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f. Inter-Office Chain Envelope Numbering System

Each Office Message Center and each designated pick-up and delivery point within an office will initiate its own numbering series for the inter-office chain envelopes. This number will consist of the month expressed in number and the next unused consecutive number; e. g., if the first envelope is dispatched in June; the number would be 6-1; if the tenth envelope is dispatched in July, the number would be 7-10. Since the second number is the identifying envelope number, it would continue in numerical sequence until the end of the calendar year. Thus, if 320 envelopes have been dispatched as of December 31, the last one would be numbered 12-320. At the beginning of the next calendar year, a new series would be initiated; the first envelope in January of the next year being numbered 1-1. This office envelope number will be placed in the office of dispatch column, before the name in the "From" column. The number appearing on the envelope will also appear on the receipt attached to the envelope. Receipts for the envelope will then be prepared in CIG receipt book (CIG Form 35-16) in duplicate. Form 35-16 is in triplicate; however, only two copies are to be used and colors may be disregarded. The original copy of the receipt will be stapled to the envelope. The Office will retain the carbon copy of the receipt. This copy will be signed by the Courier who picks up the document. The number appearing on the receipt and the inter-office chain envelope will be noted in the office log opposite the individual papers transmitted in the inter-office chain envelope. This will provide a record of the documents in any one envelope.

g. Bulky Documents (Classified)

Classified documents which, because of bulk, cannot be put in the inter-office chain envelope, will be wrapped in a satisfactory manner, taped with CIG gummed seals, and forwarded in exactly the same manner as an inter-office chain envelope.

3. OPERATION OF COURIER AND MESSENGER SYSTEMa. Courier Pick-Up and Delivery

The system will operate in the following manner: The inter-office chain envelope, after being signed for by the Courier on carbon copy of receipt Form 35-16, will be delivered to the appropriate Office Message Center by Courier. The Office Message Center receiving the inter-office chain envelope will sign the original copy of receipt Form 35-16 and return receipt to the Courier. The Central Mail Room will maintain a file of all completed receipts for location purposes.

b. Messenger Pick-Up and Delivery


Central Records will provide the Office Message Centers with pick-up and delivery messenger service from and to appropriate points

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within the office which are located in the same building as the Office Message Center. Pick-up and delivery from parts of offices located in different buildings will be made by Courier as indicated in paragraph 2a above.

FOR THE DIRECTOR OF CENTRAL INTELLIGENCE:

STATINTL



Deputy Executive for Personnel
and Administration

ATTACHMENTS: None

DISTRIBUTION: A

ILLEGIB

RESTRICTED

CENTRAL INTELLIGENCE ~~GROUP~~ AGENCY
Washington, D. C.

25X1A

ADMINISTRATIVE
INSTRUC

4 April 1947

SUBJECT: Activation of Special Distribution Unit, Central
Records Section

EFFECTIVE UNTIL 30 JUNE 1947 UNLESS SOONER RESCINDED

25X1A

1. Supplementing instructions contained in CIG Administrative
Order [REDACTED] issued 30 September 1946, CIG activities are
advised as follows:

- (a) The Special Distribution Unit, Central
Records Section, has been activated and is
located in Room 303, South Building,
2430 E Street, N. W.
- (b) The function of this unit is the handling of
all Top Secret material received or dispatched
by CIG, and it is essential that all such
material be processed and controlled by this
unit, except as provided in the Top Secret
Control Procedure as contained in the CIG
Security Regulations.

25X1A

FOR THE DIRECTOR OF CENTRAL INTELLIGENCE:

25X1A

Deputy Executive for Personnel
and Administration

INTEGRATED WITH C.I.G. MEMO NO. [REDACTED]
and RENUMBERED TO C.I.A. [REDACTED]

ATTACHMENTS: None

DISTRIBUTION: A.

RESTRICTED

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EFFECTIVE 30 JUNE 1947 CIG MEMORANDA WILL REMAIN IN FORCE UNTIL CANCELLED OR
SUPERSEDED

CONFIDENTIAL30 September 1946

COPY-NO. 2

GENERAL INTELLIGENCE GROUPCIA Admin. Instruction
C.I.G. ADMINISTRATIVE ORDER

25X1A

25X1A

TENTATIVE C.I.G. ADMINISTRATIVE PROCEDURE FOR THE
HANDLING OF INCOMING AND OUTGOING WRITTEN COMMUNICATIONS EXCEPT CABLES

Effective 14 October 1946 the procedure outlined below will be put into effect on a tentative and trial basis in order to develop a satisfactory C.I.G. system for the handling of written communications, except cables. The procedure for handling cables will be the subject of a later administrative order. [REDACTED] is detailed, in addition to his other duties, as a special representative of the Executive to the Director for the purpose of supervising and placing into effect the system outlined below. He is authorized to make such changes in the tentative system as may be necessary from time to time until a final system is developed. It is realized that the tentative system will have defects that must be corrected. All concerned must bear in mind that the objectives of this administrative procedure are to provide security for written communications, to expedite the flow of material and the handling of C.I.G. business, and to expedite the flow of incoming intelligence information to the Office of Research and Evaluation.

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SECTION I -GENERAL

Records
1. CENTRAL REGISTRY SECTION

The Central Registry, a section under the Communications Division of the Personnel and Administration Branch, will have the following organizational units:

- a. Incoming Unit
- b. Special Distribution Unit
- c. Distribution Unit
- d. Central Records Unit
- e. Information Distribution Unit

The Central Registry will receive and dispatch all incoming and outgoing material for C.I.G., except cables; will classify for ready reference for filing all incoming and outgoing material; will maintain files on all material, except intelligence information; and will provide officer and enlisted courier service for C.I.G.

2. UNIFORM FILING SYSTEM

The Central Registry Section, Communications Division, Personnel and Administration Branch, will establish a uniform filing system for the information and guidance of all offices of C.I.G. in the filing of material other than cables and intelligence information. The Central Registry Section will publish and distribute the procedures for the establishment of such a system to be called the "C.I.G. File Classification System."

3. OFFICE AND STAFF MESSAGE CENTERS

Each office of C.I.G. and appropriate staff branches and divisions will maintain Message Centers. The organization and functioning of these Message Centers will be under the direction of Assistant Directors for their offices and of heads of appropriate staff echelons.

4. MESSENGERS AND COURIERS

The Central Registry Section will provide secure couriers for the handling of communications and other papers between the Office and Staff Message Centers, and between C.I.G. and certain outside agencies. The Central Registry will inform all concerned of the schedules on which these couriers operate. The development of the system for the delivery of papers within the offices and staff echelons of C.I.G. is left to the discretion of office and staff heads concerned.

5. C.I.G. ADDRESS

Incoming material for the Central Intelligence Group will be addressed as follows:

Central Intelligence Group
(Name of activity)

Washington 25, D. C.

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Correspondents of the various activities of C.I.G. should be advised to use this address for forwarding both classified and unclassified material.

SECTION II

INCOMING MATERIAL, OTHER THAN INTELLIGENCE INFORMATION AND CABLES

6. CENTRAL REGISTRY PROCEDURE

a. The Incoming Unit of the Central Registry Section will:

- (1) Open envelope or other container of material received.
- (2) If material is received under a courier or registry number, the outer envelope on which this number appears will be attached to the correspondence.
- (3) Time stamp material.
- (4) Assign C.I.G. Control Number.
- (5) Assign security classification (i.e. TOP SECRET, Secret, Confidential, Restricted or Unclassified), to material which is received unclassified, and which according to C.I.G. policy requires a security classification.
- (6) Route material to Special Distribution Unit if the classification of the material is Top Secret or to the Distribution Unit if the security classification is Secret, Confidential, Restricted, or Unclassified.

b. The procedures of the Special Distribution Unit and Distribution Unit do not differ substantially, their separation being for the purpose of insuring secure handling and transmission of Top Secret. They will:

- (1) Assign a File Classification Number which is obtained from the File Classification Book published by the Central Registry Section.
- (2) Prepare C.I.G. File Card, Form No. 35-1 (sample attached as TAB A) in five copies (original - white; first carbon - blue; second carbon - salmon; third carbon - green; fourth carbon - yellow) indicating in the spaces provided for each purpose:

- (a) CIG Control Number
- (b) Above "Security Classification" type the security

classification assigned the paper

- (c) Source of material
- (d) The basic File Classification Number which has been assigned the paper
- (e) Date of material (in case of a file or series of indorsements the date recorded will be that of the most recent paper or indorsement)
- (f) Number of copies of material
- (g) Number of indorsements (if indorsements are concerned)
- (h) Number of inclosures forwarded with the material
- (i) Date of receipt of material according to time stamp
- (j) That material is incoming
- (k) Copy number
- (l) Determine from correspondence whether a reply is expected or required, and if so, indicate in appropriate space the date on which a reply is due, allowing in all instances a reasonable time.
- (m) Courier, registry number or any other identifying number under which the material was received
- (n) Above "Cross Reference" indicate such cross reference as may be required to supplement the basic File Classification Number
- (o) The subject as indicated on material, and if not indicated thereon, a subject should be prepared which will unmistakably identify the contents.
- (p) The office of C.I.G. to which the material is to be routed. In the same box will be typed in small letters the initials of the person making the routing. If the person preparing the form did not indicate the routing his initial will appear after a diagonal mark after the initial of the router.

(3) After preparation of the CIG File Card, Form No. 35-1, the following disposition will be made of each copy of the form:

(a) Original to be filed by Central Registry under File Classification Number.

(b) First carbon will be filed by Central Registry under CIG Control Number.

(c) Fourth carbon will be attached to paper by staples and will not be removed until the paper has been returned to Central Records.

(d) Second carbon will be attached by paper clips to the paper, to be withdrawn by the Office or Staff Message Center for file in their file records.

(e) Third carbon will be filed by Central Registry under "Source."

(4) Prepare for each receiving office a Consolidated Receipt, Form No. 35-3 (sample attached as TAB B) in three copies on which will be recorded classification, number of copies and CIG Control Number.

(5) Envelope material for officer or enlisted courier transmittal according to established C.I.G. procedure.

(6) Be responsible for insuring that all receipts are returned from the receiving Office or Staff Message Centers in a reasonable length of time.

(7) Turn over all receipts to Central Records Unit for filing in permanent receipt files. These receipts will be maintained for a period of two years, after which time they may be destroyed.

7. OFFICE AND STAFF MESSAGE CENTER PROCEDURE

In each Office or Staff Message Center the Top Secret Control Officer will have designated specific clerks to handle Top Secret and other critical material. Upon receipt of material in the Office or Staff Message Center from the Central Registry Section, Message Centers will carry out the following procedures:

a. Check the Consolidated Receipt Form to insure that all papers are accounted for by a recorded CIG Control Number. It should be borne in mind that when a person signs for a CIG Control Number he is not only signing for the document itself, but he is accepting the information contained on the File Card as being correct (i.e. that the number of copies of the paper, inclosures, etc. as listed on the File Card are correct).

b. Sign the Consolidated Receipt Form indicating time and date of receipt, and put in the out basket for immediate return to Central Records. If the Office or Staff Message Center check reveals that material listed on the receipt has not been received, or that the File Card is incorrectly prepared, Central Registry will be contacted immediately before the material listed on the receipt is distributed by the Office or Staff Message Center. The Central Registry Section will immediately take action to make necessary corrections.

c. After the receipt has been signed, the Office or Staff Message Center will determine the routing to be given that paper and will then enter the routing on the Message Center Copy of the File Card, with a notation showing the date of routing and the initial of the person making the routing.

d. The File Card will then be filed in numerical sequence by CIG Control Number, except that if a date has been indicated by which time a reply must be prepared, the File Card will be filed by due date of reply in a suspense file. The Office or Staff Message Center in that case will prepare on a blank card of any type a note that a certain CIG Control Number is filed under a certain suspense date. When the answer has been prepared and forwarded to Central Registry for dispatch the temporary card in the numerical file will be destroyed and replaced by the File Card which has been removed from the suspense file.

e. If the Office or Staff Message Center decides that the paper was erroneously routed to that office or staff echelon, the paper with the office copy of the File Card will be returned to Central Registry with a

note requesting the removal of that CIG Control Number from the receipt form already accomplished, and a statement explaining why it has been returned with a suggested routing if possible.

8. RECIPIENT'S PROCEDURE

The procedure to be followed in the routing, recording and filing of papers within an office or staff echelon will be determined by the chiefs of those offices.

SECTION III

OUTGOING MATERIAL, OTHER THAN INTELLIGENCE REPORTS

9. ORIGINATING OFFICE PROCEDURE

a. All correspondence prepared for dispatch from C.I.G. will be prepared in accordance with C.I.G. Administrative Order [REDACTED] dated 26 August 1946, or any subsequent order which rescinds or amplifies Administrative Order [REDACTED]

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b. Originating offices will insure that in all cases a memo for record will accompany the Central Records copies of the papers to be dispatched giving complete background information.

c. The procedure for the recording and transmittal of outgoing material from the originating office to the Office or Staff Message Center is left to the discretion of the Assistant Directors and the chiefs of the staff echelons.

10. OFFICE OR STAFF MESSAGE CENTER PROCEDURE

a. Office or Staff Message Center will check to see that an adequate number of copies have been furnished by the originating office, as well as to insure the adequacy of the memo for record.

b. Office or Staff Message Center will prepare receipts and envelopes for all material for which they are required.

c. The Office or Staff Message Center will enter information regarding the paper on the daily log of outgoing material (suggested sample

attached as TMB C; Office and Staff Message Centers may use a variation of this form as long as all information shown on the sample form is given on the substitute form), and forward the paper to the Central Registry.

d. After the Central Registry has completed its processing (to be described in paragraph 11 below) the Office or Staff Message Center will receive a copy of the File Card to be placed in their numerical CIG Control Number file. Upon receipt of this File Card the record on the daily log of the Office or Staff Message Center will be lined through. If a File Card has not been received in the Office or Staff Message Center within twenty-four hours a check will be made with Central Registry to ascertain the cause of delay.

11. CENTRAL REGISTRY PROCEDURE

a. Outgoing correspondence will be delivered initially to the Special Distribution Unit if the material is Top Secret, or to the Distribution Unit if the material is classified Secret or below. The Outgoing Clerk of each of these units will:

(1) Check the correspondence to see that it is prepared in accordance with C.I.G. Administrative Order [REDACTED]

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(2) Assign CIG Control Number (the Special Distribution and Distribution Units will receive each day from the Incoming Unit a block of CIG Control Numbers to be used in the numbering of outgoing material).

(3) Assign File Classification Number and indicate Cross Reference.

(4) Prepare File Card, Form No. 35-1 indicating in the spaces provided for that purpose the following information:

- (a) CIG Control Number
- (b) Security classification assigned the paper
- (c) Source (originating office)
- (d) Basic File Classification Number assigned paper

- (u) Date of outgoing correspondence
- (f) Number of copies of material
- (g) Number of indorsements (if indorsements are concerned)
- (h) Number of inclosures dispatched with material
- (i) Date of dispatch
- (j) The fact that the correspondence is outgoing
- (k) Copy number
- (l) Indicate such cross references as may be required to supplement the basic File Classification number.

(m) Subject as indicated on material, and if not indicated thereon, a subject should be prepared which will unmistakably identify the contents.

(n) Addressee of the material. In the same box will be typed in small letters the initials of the person preparing the File Card.

(5) Pass outgoing material to the Dispatchers of the Special Distribution Unit and Distribution Unit depending upon classification of material.

b. The Dispatchers of the Special Distribution Unit and Distribution Unit will:

- (1) Remove File Card and Record copies
- (2) Envelope material
- (3) Indicate on the File Card the courier or registry number under which material is to be dispatched
- (4) Distribute File Cards as follows:
 - (a) Original, first carbon, third carbon to Central Records.
 - (b) Second carbon to Office or Staff Message Center from which the material was received.

(5) If material is to travel in the air or special delivery postal channels, will apply needed postage

(6) If material is classified will prepare courier or registry receipts for delivery to Post Office or Courier

(7) Deliver to Post Office or Courier

(8) Deliver Record copies to Central Records.

INTER-OFFICE MATERIAL

12. Material to be sent from one office of C.I.G. to another will be transmitted by the Central Registry couriers directly between offices, or by authorized personnel of the office dispatching the material. There will be no channelizing of such material through Central Registry for record keeping purposes. It will be the responsibility of the Office or Staff Message Centers to keep adequate records of all inter-office material.

13. The systems of recording to be used in the Office or Staff Message Centers may be developed to fit the needs of each particular office, the only requirement being that at all times the Office or Staff Message Centers can account for the disposition of all inter-office material, both outgoing and incoming. It is suggested that the proposed log for outgoing material could also be used for recording inter-office material both incoming and outgoing.

14. The result of much inter-office correspondence is either a directive or order for the division, or the production of an outgoing letter or report. In either case the inter-office correspondence need not be forwarded to Central Records for file unless such inter-office correspondence contains information of considerable value which will supplement the information contained in the memo for record on outgoing mail, or will supplement the information in the published directive or order. In cases where the inter-office correspondence does not result in a formal product which will reach Central Records, the correspondence upon completion will be forwarded to Central Records only if the subject matter in the opinion either of the originator or the final recipient of the correspondence is of sufficient value to justify its retention in permanent files.

SECTION IV

INCOMING INTELLIGENCE INFORMATION, OTHER THAN CABLES

15. CENTRAL REGISTRY PROCEDURE

a. The Incoming Unit of the Central Registry Section will:

- (1) Open envelope or other container of material received.
- (2) If material is received under a courier or registry number, the outer envelope on which this number appears will be attached to the material.
- (3) Time stamp material
- (4) Assign C.I.G. Control Number
- (5) Assign security classification (i.e. TOP SECRET, Secret, Confidential, Restricted or Unclassified) to material which is received unclassified, and which according to C.I.G. policy requires a security classification.
- (6) Pass to Information Distribution Unit if the material is Secret or below in security classification and to Special Distribution Unit if the material is Top Secret.

b. The Information Distribution Unit and Special Distribution Unit will:

(1) Assign the report a File Classification Number which is obtained from the File Classification Book published by the Central Registry Section.

(2) Prepare CIG File Card, Form No. 35-2 (sample attached as TAB D) indicating in the spaces provided for each purpose:

- (a) CIG Control Number
- (b) Security classification
- (c) Source
- (d) File Classification Number
- (e) Date of receipt
- (f) Number of copies
- (g) Number of inclosures

- (h) Name of agency which forwarded material to C.I.G.
- (i) Date of document
- (j) Number assigned to document by transmitting agency
- (k) Courier number or any other identifying number under which the material was received

(1) Subject with any other information which should be recorded for which spaces are not provided.

(3) Review the document very briefly to see if any agency in C.I.G. other than the Office of Research and Evaluation should receive a copy of the material. For this purpose representatives of the Office of Research and Evaluation and the Office of Collection and Dissemination will sit in the Information Distribution Unit (if the intelligence information were routed initially to Special Distribution, that unit will refer the intelligence information documents to this representative for review). After review the distribution which the material is to receive within C.I.G. will be noted in the space provided for that purpose on CIG File Card, Form 35-2.

(4) The File Card, Form No. 35-2, will then be distributed in the following manner:

(a) Original and third and fourth carbon will be forwarded with the copies of material going to ORE.

(b) First carbon copy will be filed in CIG Control Number File in Central Registry.

(c) Second carbon will be filed in Filing Classification Number File in Central Registry.

(d) Fifth copy will be filed in "Source" file of Central Registry.

(e) If the distribution on a document is so wide that the six copies of File Card, Form No. 35-2 are inadequate, another series of six copies will be prepared.

(5) Prepare for each receiving office a Consolidated Receipt,

Form No. 35-3 (sample attached as TAB B) in three copies on which will be recorded classification, number of copies, and CIG Control Number.

(6) Envelope material for transmittal by officer or enlisted courier.

(7) Be responsible for insuring that all receipts are returned from the receiving Office and Staff Message Centers in a reasonable length of time.

(8) All receipts will then be turned over to Central Records for filing in permanent receipt files. These receipts will be maintained for a period of two years, after which time they may be destroyed.

16. OFFICE OR STAFF MESSAGE CENTER PROCEDURE

Upon receipt in the Office or Staff Message Center from the Central Registry Unit, Message Centers will carry out the following procedures:

a. Check the Consolidated Receipt form to insure that all papers are accounted for by a recorded CIG Control Number. It should be borne in mind that when a person signs for a CIG Control Number he is not only signing for the document itself, but he is accepting the information contained on the File Card as being correct (i.e. that the number of copies of the paper, inclosures, etc. as listed on the File Card are correct).

b. Sign the Consolidated Receipt Form indicating time and date of receipt, and put in the out basket for immediate return to Central Records. If the Office or Staff Message Center check reveals that material listed on the receipt has not been received, or that the File Card is incorrectly prepared, Central Registry will be contacted immediately before a single piece of material listed on the receipt is distributed by the Office or Staff Message Center. The Office or Staff Message Center will then abide by whatever instructions it receives from Central Registry.

c. After the receipt has been signed, the Office or Staff Message Center will determine the routing to be given that paper.

d. The clerk will then enter the routing on the Message Center copy of the File Card, with a notation showing the date of routing and the initial.

of the person making the routing.

g. The File Card will then be filed in numerical sequence by CIG Control Number. In the case of the Office Message Center of the Office of Research and Evaluation two additional copies of the card are furnished. In addition to the CIG Control Number file, that office will file one copy of the form by "Source"; the third copy will be attached to the copy of the document which is forwarded to the Intelligence Library (if no copy is available for direct routing to Library the third copy will be attached to the routed copy which is designated as the Library File copy). Upon receipt in the Library of ORE this copy of the form will be removed when the basic Intelligence Library File Classification has been determined for the report. This classification will be written over the face of the third copy of the File Card and returned through the Office Message Center to Central Registry, where a notation on the CIG Control Number Card will be made of the ORE classification.

SECTION V


OUTGOING INTELLIGENCE REPORTS

Intelligence reports prepared and published in Central Intelligence Group will be distributed in the following manner:

17. Office of Collection and Dissemination will furnish the Special Distribution Unit or the Distribution Unit a dissemination order covering the dissemination of each C.I.G. publication.

18. After publication all copies of the report will be forwarded to Special Distribution Unit or Distribution Unit, depending upon the classification of the report, where distribution will be made automatically according to the dissemination orders.

FOR THE DIRECTOR OF CENTRAL INTELLIGENCE:


Colonel, CAC
Executive for Personnel
and Administration

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Control No.		Sec Cl	Source		File Classification
Date of Mat	No. Cc	No. Inds	No. Incls	Date Rec/Dispatch	
In, Out	Cpy. No. Reply Date		Courier No.		
Subject					
Form No. 35-1 Sep+ 1946					
Original- File Classification Card File				Routing	
1st Copy- Central Registry Control No. File					
2nd Copy- Office Message Center Control No. File					
3rd Copy- Central Registry Source File					
4th Copy- To Accompany Paper					

(The actual size of the above form is 3" x 5")

File Card, Form No. 35-1

TAB "A"

LOG FORM

TAB "C"

Control No.	Sec Clas	Source	File Class No.
Date Rec.	No. Cc.	No. Incls.	Distribution in ORE
Transmitting Agency			<input type="checkbox"/> AM
Date of Doc.	Agency No.	Courier Number	<input type="checkbox"/> WFA
Dist. in CIG			<input type="checkbox"/> AE/T
			<input type="checkbox"/> LL
			<input type="checkbox"/> FE
			<input type="checkbox"/> Ed
			<input type="checkbox"/> Other
Subject			
Form No. 35-2 Sept 1946			
Original - For ORE Files			
1st Copy - Central Registry Control No. File			
2nd Copy - Central Registry File Classification No. File			
3rd Copy - For ORE Files			
4th Copy - For ORE Files			
5th Copy - Central Registry "Source" File			

(The actual size of the above form is 3" x 5")

File Card, Form No. 35-2

TAB. "D"

CONFIDENTIAL

COPY NO. 8

30 September 1946CENTRAL INTELLIGENCE GROUP (C.I.G.)

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C.I.G. ADMINISTRATIVE

25X1A

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HANDLING OF INCOMING AND OUTGOING WRITTEN COMMUNICATIONS EXCEPT CABLES

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SECTION IGENERAL1. CENTRAL REGISTRY SECTION

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- a. Incoming Unit
- b. Special Distribution Unit
- c. Distribution Unit
- d. Central Records Unit
- e. Information Distribution Unit

The Central Registry will receive and dispatch all incoming and outgoing material for C.I.~~A~~, except cables; will classify for ready reference for filing all incoming and outgoing material; will maintain files on all material, except intelligence information; and will provide officer and enlisted courier service for C.I.~~A~~.

2. UNIFORM FILING SYSTEM

The Central Registry Section, Communications Division, Personnel and Administration Branch, will establish a uniform filing system for the information and guidance of all offices of C.I.~~A~~ in the filing of material other than cables and intelligence information. The Central Registry Section will publish and distribute the procedures for the establishment of such a system to be called the "C.I.~~A~~ File Classification System."

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Each office of C.I.~~A~~ and appropriate staff branches and divisions will maintain Message Centers. The organization and functioning of these Message Centers will be under the direction of Assistant Directors for their offices and of heads of appropriate staff echelons.

4. MESSENGERS AND COURIERS

The Central Registry Section will provide secure couriers for the handling of communications and other papers between the Office and Staff Message Centers, and between C.I.~~A~~ and certain outside agencies. The Central Registry will inform all concerned of the schedules on which these couriers operate. The development of the system for the delivery of papers within the offices and staff echelons of C.I.~~A~~ is left to the discretion of office and staff heads concerned.

5. C.I.~~A~~ ADDRESS

Incoming material for the Central Intelligence ^{Agency}~~Group~~ will be addressed as follows:

25X1A

Central Intelligence Group
(Name of activity)

Washington 25, D. C.

2430 E St. N.W.

Correspondents of the various activities of C.I.~~A~~ should be advised to use this address for forwarding both classified and unclassified material.

SECTION II

INCOMING MATERIAL, OTHER THAN INTELLIGENCE INFORMATION AND CABLES

6. CENTRAL REGISTRY PROCEDURE

a. The Incoming Unit of the Central Registry Section will:

- (1) Open envelope or other container of material received.
- (2) If material is received under a courier or registry number, the outer envelope on which this number appears will be attached to the correspondence.
- (3) Time stamp material.
- (4) Assign C.I.~~A~~ Control Number.
- (5) Assign security classification (i.e. TOP SECRET, Secret, Confidential, Restricted or Unclassified), to material which is received unclassified, and which according to C.I.~~A~~ policy requires a security classification.
- (6) Route material to Special Distribution Unit if the classification of the material is Top Secret or to the Distribution Unit if the security classification is Secret, Confidential, Restricted, or Unclassified.

b. The procedures of the Special Distribution Unit and Distribution Unit do not differ substantially, their separation being for the purpose of insuring secure handling and transmission of Top Secret. They will:

- (1) Assign a File Classification Number which is obtained from the File Classification Book published by the Central Registry Section.
- (2) Prepare C.I.~~A~~ File Card, Form No. 35-1 (sample attached as TAB A) in five copies (original - white; first carbon - blue; second carbon - salmon; third carbon - green; fourth carbon - yellow) indicating in the spaces provided for each purpose:
 - (a) C.I.~~A~~ Control Number
 - (b) Above "Security Classification" type the security

classification assigned the paper

(c) Source of material

(d) The basic File Classification Number which has been assigned the paper

(e) Date of material (in case of a file or series of indorsements the date recorded will be that of the most recent paper or indorsement)

(f) Number of copies of material

(g) Number of indorsements (if indorsements are concerned)

(h) Number of inclosures forwarded with the material

(i) Date of receipt of material according to time stamp

(j) That material is incoming

(k) Copy number

(l) Determine from correspondence whether a reply is expected or required, and if so, indicate in appropriate space the date on which a reply is due, allowing in all instances a reasonable time.

(m) Courier, registry number or any other identifying number under which the material was received

(n) Above "Cross Reference" indicate such cross reference as may be required to supplement the basic File Classification Number

(o) The subject as indicated on material, and if not indicated thereon, a subject should be prepared which will unmistakably identify the contents.

(p) The office of C.I.A. to which the material is to be routed. In the same box will be typed in small letters the initials of the person making the routing. If the person preparing the form did not indicate the routing his initial will appear after a diagonal mark after the initial of the router.

(3) After preparation of the ~~CIA~~ File Card, Form No. 35-1, the following disposition will be made of each copy of the form:

(a) Original to be filed by Central Registry under File Classification Number.

(b) First carbon will be filed by Central Registry under ~~CIA~~ Control Number.

(c) Fourth carbon will be attached to paper by staples and will not be removed until the paper has been returned to Central Records.

(d) Second carbon will be attached by paper clips to the paper, to be withdrawn by the Office or Staff Message Center for file in their file records.

(e) Third carbon will be filed by Central Registry under "Source."

(4) Prepare for each receiving office a Consolidated Receipt, Form No. 35-3 (sample attached as TAB B) in three copies on which will be recorded classification, number of copies and ~~CIA~~ Control Number.

(5) Envelope material for officer or enlisted courier transmittal according to established C.I.A. procedure.

(6) Be responsible for insuring that all receipts are returned from the receiving Office or Staff Message Centers in a reasonable length of time.

(7) Turn over all receipts to Central Records Unit for filing in permanent receipt files. These receipts will be maintained for a period of two years, after which time they may be destroyed.

7. OFFICE AND STAFF MESSAGE CENTER PROCEDURE

In each Office or Staff Message Center the Top Secret Control Officer will have designated specific clerks to handle Top Secret and other critical material. Upon receipt of material in the Office or Staff Message Center from the Central Registry Section, Message Centers will carry out the following procedures:

a. Check the Consolidated Receipt Form to insure that all papers are accounted for by a recorded CIG Control Number. It should be borne in mind that when a person signs for a CIG Control Number he is not only signing for the document itself, but he is accepting the information contained on the File Card as being correct (i.e. that the number of copies of the paper, inclosures, etc. as listed on the File Card are correct).

b. Sign the Consolidated Receipt Form indicating time and date of receipt, and put in the out basket for immediate return to Central Records. If the Office or Staff Message Center check reveals that material listed on the receipt has not been received, or that the File Card is incorrectly prepared, Central Registry will be contacted immediately before the material listed on the receipt is distributed by the Office or Staff Message Center. The Central Registry Section will immediately take action to make necessary corrections.

c. After the receipt has been signed, the Office or Staff Message Center will determine the routing to be given that paper and will then enter the routing on the Message Center Copy of the File Card, with a notation showing the date of routing and the initial of the person making the routing.

d. The File Card will then be filed in numerical sequence by CIG Control Number, except that if a date has been indicated by which time a reply must be prepared, the File Card will be filed by due date of reply in a suspense file. The Office or Staff Message Center in that case will prepare on a blank card of any type a note that a certain CIG Control Number is filed under a certain suspense date. When the answer has been prepared and forwarded to Central Registry for dispatch the temporary card in the numerical file will be destroyed and replaced by the File Card which has been removed from the suspense file.

e. If the Office or Staff Message Center decides that the paper was erroneously routed to that office or staff echelon, the paper with the office copy of the File Card will be returned to Central Registry with a

note requesting the removal of that CIG Control Number from the receipt form already accomplished, and a statement explaining why it has been returned with a suggested routing if possible.

8. RECIPIENT'S PROCEDURE

The procedure to be followed in the routing, recording and filing of papers within an office or staff echelon will be determined by the chiefs of those offices.

SECTION III

OUTGOING MATERIAL, OTHER THAN INTELLIGENCE REPORTS

9. ORIGINATING OFFICE PROCEDURE

a. All correspondence prepared for dispatch from C.I.A. will be prepared in accordance with C.I.A. Administrative Order [REDACTED] dated 26 August 1946, or any subsequent order which rescinds or amplifies Administrative Order [REDACTED]

25X1A

25X1A

b. Originating offices will insure that in all cases a memo for record will accompany the Central Records copies of the papers to be dispatched giving complete background information.

c. The procedure for the recording and transmittal of outgoing material from the originating office to the Office or Staff Message Center is left to the discretion of the Assistant Directors and the chiefs of the staff echelons.

10. OFFICE OR STAFF MESSAGE CENTER PROCEDURE

a. Office or Staff Message Center will check to see that an adequate number of copies have been furnished by the originating office, as well as to insure the adequacy of the memo for record.

b. Office or Staff Message Center will prepare receipts and envelopes for all material for which they are required.

c. The Office or Staff Message Center will enter information regarding the paper on the daily log of outgoing material (suggested sample

attached as TAB C; Office and Staff Message Centers may use a variation of this form as long as all information shown on the sample form is given on the substitute form), and forward the paper to the Central Registry.

d. After the Central Registry has completed its processing (to be described in paragraph 11 below) the Office or Staff Message Center will receive a copy of the File Card to be placed in their numerical CIG Control Number file. Upon receipt of this File Card the record on the daily log of the Office or Staff Message Center will be lined through. If a File Card has not been received in the Office or Staff Message Center within twenty-four hours a check will be made with Central Registry to ascertain the cause of delay.

11. CENTRAL REGISTRY PROCEDURE

a. Outgoing correspondence will be delivered initially to the Special Distribution Unit if the material is Top Secret, or to the Distribution Unit if the material is classified Secret or below. The Outgoing Clerk of each of these units will:

(1) Check the correspondence to see that it is prepared in accordance with C.I.A. Administrative Order *re: security* [REDACTED]

25X1A

(2) Assign CIG Control Number (the Special Distribution and Distribution Units will receive each day from the Incoming Unit a block of CIG Control Numbers to be used in the numbering of outgoing material).

(3) Assign File Classification Number and indicate Cross Reference.

(4) Prepare File Card, Form No. 35-1 indicating in the spaces provided for that purpose the following information:

- (a) CIG Control Number
- (b) Security classification assigned the paper
- (c) Source (originating office)
- (d) Basic File Classification Number assigned paper

- (c) Date of outgoing correspondence
- (f) Number of copies of material
- (g) Number of indorsements (if indorsements are concerned)
- (h) Number of inclosures dispatched with material
- (i) Date of dispatch
- (j) The fact that the correspondence is outgoing
- (k) Copy number
- (l) Indicate such cross references as may be required to supplement the basic File Classification number.

(m) Subject as indicated on material, and if not indicated thereon, a subject should be prepared which will unmistakably identify the contents.

(n) Addressee of the material. In the same box will be typed in small letters the initials of the person preparing the File Card.

(5) Pass outgoing material to the Dispatchers of the Special Distribution Unit and Distribution Unit depending upon classification of material.

b. The Dispatchers of the Special Distribution Unit and Distribution Unit will:

- (1) Remove File Card and Record copies
- (2) Envelope material
- (3) Indicate on the File Card the courier or registry number under which material is to be dispatched
- (4) Distribute File Cards as follows:
 - (a) Original, first carbon, third carbon to Central Records.
 - (b) Second carbon to Office or Staff Message Center from which the material was received.

- (5) If material is to travel in the air or special delivery postal channels, will apply needed postage
- (6) If material is classified will prepare courier or registry receipts for delivery to Post Office or Courier
- (7) Deliver to Post Office or Courier
- (8) Deliver Record copies to Central Records.

INTER-OFFICE MATERIAL

12. Material to be sent from one office of C.I.A. to another will be transmitted by the Central Registry couriers directly between offices, or by authorized personnel of the office dispatching the material. There will be no channelizing of such material through Central Registry for record keeping purposes. It will be the responsibility of the Office or Staff Message Centers to keep adequate records of all inter-office material.

13. The systems of recording to be used in the Office or Staff Message Centers may be developed to fit the needs of each particular office, the only requirement being that at all times the Office or Staff Message Centers can account for the disposition of all inter-office material, both outgoing and incoming. It is suggested that the proposed log for outgoing material could also be used for recording inter-office material both incoming and outgoing.

14. The result of much inter-office correspondence is either a directive or order for the division, or the production of an outgoing letter or report. In either case the inter-office correspondence need not be forwarded to Central Records for file unless such inter-office correspondence contains information of considerable value which will supplement the information contained in the memo for record on outgoing mail, or will supplement the information in the published directive or order. In cases where the inter-office correspondence does not result in a formal product which will reach Central Records, the correspondence upon completion will be forwarded to Central Records only if the subject matter in the opinion either of the originator or the final recipient of the correspondence is of sufficient value to justify its retention in permanent files.

SECTION IV

INCOMING INTELLIGENCE INFORMATION, OTHER THAN C. FILES

15. CENTRAL REGISTRY PROCEDURE

a. The Incoming Unit of the Central Registry Section will:

- (1) Open envelope or other container of material received.
- (2) If material is received under a courier or registry number, the outer envelope on which this number appears will be attached to the material.
- (3) Time stamp material
- (4) Assign C.I.F. Control Number
- (5) Assign security classification (i.e. TOP SECRET, Secret, Confidential, Restricted or Unclassified) to material which is received unclassified, and which according to C.I.F. policy requires a security classification.
- (6) Pass to Information Distribution Unit if the material is Secret or below in security classification and to Special Distribution Unit if the material is Top Secret.

b. The Information Distribution Unit and Special Distribution Unit will:

- (1) Assign the report a File Classification Number which is obtained from the File Classification Book published by the Central Registry Section.
- (2) Prepare C.I.F. File Card, Form No. 35-2 (sample attached as TAB D) indicating in the spaces provided for each purpose:
 - (a) C.I.F. Control Number
 - (b) Security classification
 - (c) Source
 - (d) File Classification Number
 - (e) Date of receipt
 - (f) Number of copies
 - (g) Number of inclosures

- (h) Name of agency which forwarded material to C.I.G.
- (i) Date of document
- (j) Number assigned to document by transmitting agency
- (k) Courier number or any other identifying number under which the material was received
- (l) Subject with any other information which should be recorded for which spaces are not provided.
- (3) Review the document very briefly to see if any agency in C.I.A. other than the Office of Research and Evaluation should receive a copy of the material. For this purpose representatives of the Office of Research and Evaluation and the Office of Collection and Dissemination will sit in the Information Distribution Unit (if the intelligence information were routed initially to Special Distribution, that unit will refer the intelligence information documents to this representative for review). After review the distribution which the material is to receive within C.I.A. will be noted in the space provided for that purpose on CIA-File Card, Form 35-2.
- (4) The File Card, Form No. 35-2, will then be distributed in the following manner:
 - (a) Original and third and fourth carbon will be forwarded with the copies of material going to ONE.
 - (b) First carbon copy will be filed in SIG Control Number File in Central Registry.
 - (c) Second carbon will be filed in Filing Classification Number File in Central Registry.
 - (d) Fifth copy will be filed in "Source" file of Central Registry.
 - (e) If the distribution on a document is so wide that the six copies of File Card, Form No. 35-2 are inadequate, another series of six copies will be prepared.
- (5) Prepare for each receiving office a Consolidated Receipt,

Form No. 35-3 (sample attached as T.B B) in three copies on which will be recorded classification, number of copies, and CIA Control Number.

(6) Envelope material for transmittal by officer or enlisted courier.

(7) Be responsible for insuring that all receipts are returned from the receiving Office and Staff Message Centers in a reasonable length of time.

(8) All receipts will then be turned over to Central Records for filing in permanent receipt files. These receipts will be maintained for a period of two years, after which time they may be destroyed.

16. OFFICE OR STAFF MESSAGE CENTER PROCEDURE

Upon receipt in the Office or Staff Message Center from the Central Registry Unit, Message Centers will carry out the following procedures:

a. Check the Consolidated Receipt form to insure that all papers are accounted for by a recorded CIA Control Number. It should be borne in mind that when a person signs for a CIA Control Number he is not only signing for the document itself, but he is accepting the information contained on the File Card as being correct (i.e. that the number of copies of the paper, inclosures, etc. as listed on the File Card are correct).

b. Sign the Consolidated Receipt Form indicating time and date of receipt, and put in the out basket for immediate return to Central Records. If the Office or Staff Message Center check reveals that material listed on the receipt has not been received, or that the File Card is incorrectly prepared, Central Registry will be contacted immediately before a single piece of material listed on the receipt is distributed by the Office or Staff Message Center. The Office or Staff Message Center will then abide by whatever instructions it receives from Central Registry.

c. After the receipt has been signed, the Office or Staff Message Center will determine the routing to be given that paper.

d. The clerk will then enter the routing on the Message Center copy of the File Card, with a notation showing the date of routing and the initial

of the person making the routing.

g. The File Card will then be filed in numerical sequence by CIG Control Number. In the case of the Office Message Center of the Office of Research and Evaluation two additional copies of the card are furnished. In addition to the CIG Control Number file, that office will file one copy of the form by "Source"; the third copy will be attached to the copy of the document which is forwarded to the Intelligence Library (if no copy is available for direct routing to Library the third copy will be attached to the routed copy which is designated as the Library File copy). Upon receipt in the Library of ORE this copy of the form will be removed when the basic Intelligence Library File Classification has been determined for the report. This classification will be written over the face of the third copy of the File Card and returned through the Office Message Center to Central Registry, where a notation on the CIG Control Number Card will be made of the ORE classification.

SECTION V


OUTGOING INTELLIGENCE REPORTS

Intelligence reports prepared and published in Central Intelligence ^{Agency} ~~Group~~ will be distributed in the following manner:

17. Office of Collection and Dissemination will furnish the Special Distribution Unit or the Distribution Unit a dissemination order covering the dissemination of each C.I.~~ff~~ publication.

18. After publication all copies of the report will be forwarded to Special Distribution Unit or Distribution Unit, depending upon the classification of the report, where distribution will be made automatically according to the dissemination orders.

FOR THE DIRECTOR OF CENTRAL INTELLIGENCE:


Colonel, CIG
Executive for Personnel
and Administration

25X1A



CONFIDENTIAL

Control No.		Sec Cl	Source	File Classification	
Date of Mat	No. Cc	No. Inds	No. Incls	Date Rec/Dispatch	
In, Out	Cpy. No. Reply Date		Courier No.		
Subject					
Form No. 35-1 Sep+ 1946					
Original- File Classification Card File				Routing	
1st Copy- Central Registry Control No. File					
2nd Copy- Office Message Center Control No. File					
3rd Copy- Central Registry Source File					
4th Copy- To Accompany Paper					

(The actual size of the above form is 3" x 5")

File Card, Form No. 35-1

TAB "A"

TO:

No of pieces

<u>Class</u>	<u>No.</u>	<u>Copies</u>	<u>Control No.</u>

<u>Class</u>	<u>No. Copies</u>	<u>Control NO.</u>
--------------	-------------------	--------------------

[illegible][illegible]

Signature

Time

$$D_{\mathcal{A}} \in$$

Form No. 35-3
Sept. 1946

(The actual size of the above form is 5" x 8")

CONSOLIDATED RECEIPT, FORM NO. 35-3

TAB "B"

CONFIDENTIAL

COPY TO: [REDACTED]

30 September 1946

CENTRAL INTELLIGENCE AGENCY
C.I.A. ADMINISTRATIVE INSTRUCTION

25X1A

TENTATIVE C.I.A. ADMINISTRATIVE PROCEDURE FOR THE
HANDLING OF INCOMING AND OUTGOING WRITTEN COMMUNICATIONS EXCEPT CABLES

25X1A

Effective 14 October 1946 the procedure outlined below will be put into effect on a tentative and trial basis in order to develop a satisfactory C.I.A. system for the handling of written communications, except cables. The procedure for handling cables will be the subject of a later administrative order. [REDACTED] is detailed, in addition to his other duties, as a special representative of the Executive to the Director for the purpose of supervising and placing into effect the system outlined below. He is authorized to make such changes in the tentative system as may be necessary from time to time until a final system is developed. It is realized that the tentative system will have defects that must be corrected. All concerned must bear in mind that the objectives of this administrative procedure are to provide security for written communications, to expedite the flow of material and the handling of C.I.G. business, and to expedite the flow of incoming intelligence information to the Office of Research and Evaluation.

25X1A

SECTION IGENERAL1. CENTRAL REGISTRY SECTION

The Central Registry, a section under the Communications Division of the Personnel and Administration Branch, will have the following organizational units:

- a. Incoming Unit
- b. Special Distribution Unit
- c. Distribution Unit
- d. Central Records Unit
- e. Information Distribution Unit

The Central Registry will receive and dispatch all incoming and outgoing material for C.I.A., except cables; will classify for ready reference for filing all incoming and outgoing material; will maintain files on all material, except intelligence information; and will provide officer and on-listed courier service for C.I.A.

2. UNIFORM FILING SYSTEM

The Central Registry Section, Communications Division, Personnel and Administration Branch, will establish a uniform filing system for the information and guidance of all offices of C.I.A. in the filing of material other than cables and intelligence information. The Central Registry Section will publish and distribute the procedures for the establishment of such a system to be called the "C.I.A. File Classification System."

3. OFFICE AND STAFF MESSAGE CENTERS

Each office of C.I.A. and appropriate staff branches and divisions will maintain Message Centers. The organization and functioning of these Message Centers will be under the direction of Assistant Directors for their offices and of heads of appropriate staff echelons.

4. MESSENGERS AND COURIERS

The Central Registry Section will provide secure couriers for the handling of communications and other papers between the Office and Staff Message Centers, and between C.I.A. and certain outside agencies. The Central Registry will inform all concerned of the schedules on which these couriers operate. The development of the system for the delivery of papers within the offices and staff echelons of C.I.A. is left to the discretion of office and staff heads concerned.

5. C.I.A. ADDRESS

Incoming material for the Central Intelligence ^{Agency} ~~Group~~ will be addressed as follows:

Central Intelligence Group
(Name of activity)

Washington 25, D. C.

25X1A

2430 E st. h. w.

Correspondents of the various activities of C.I.A. should be advised to use this address for forwarding both classified and unclassified material.

SECTION II

INCOMING MATERIAL, OTHER THAN INTELLIGENCE INFORMATION AND CABLES

6. CENTRAL REGISTRY PROCEDURE

a. The Incoming Unit of the Central Registry Section will:

- (1) Open envelope or other container of material received.
- (2) If material is received under a courier or registry number, the outer envelope on which this number appears will be attached to the correspondence.
- (3) Tim. stamp material.
- (4) Assign C.I.A. Control Number.
- (5) Assign security classification (i.e. TOP SECRET, Secret, Confidential, Restricted or Unclassified), to material which is received unclassified, and which according to C.I.A. policy requires a security classification.
- (6) Route material to Special Distribution Unit if the classification of the material is Top Secret or to the Distribution Unit if the security classification is Secret, Confidential, Restricted, or Unclassified.

b. The procedures of the Special Distribution Unit and Distribution Unit do not differ substantially, their separation being for the purpose of insuring secure handling and transmission of Top Secret. They will:

- (1) Assign a File Classification Number which is obtained from the File Classification Book published by the Central Registry Section.
- (2) Prepare C.I.A. File Card, Form No. 35-1 (sample attached as TAB A) in five copies (original - white; first carbon - blue; second carbon - salmon; third carbon - green; fourth carbon - yellow) indicating in the spaces provided for each purpose:

- (a) C.I.A. Control Number
- (b) Above "Security Classification" type the security

classification assigned the paper

(c) Source of material

(d) The Basic File Classification Number which has been assigned the paper

(e) Date of material (in case of a file or series of indorsements the date recorded will be that of the most recent paper or indorsement)

(f) Number of copies of material

(g) Number of indorsements (if indorsements are concerned)

(h) Number of inclosures forwarded with the material

(i) Date of receipt of material according to time stamp

(j) That material is incoming

(k) Copy number.

(l) Determine from correspondence whether a reply is expected or required, and if so, indicate in appropriate space the date on which a reply is due, allowing in all instances a reasonable time.

(m) Courier, registry number or any other identifying number under which the material was received

(n) Above "Cross Reference" indicate such cross reference as may be required to supplement the basic File Classification Number

(o) The subject as indicated on material, and if not indicated thereon, a subject should be prepared which will unmistakably identify the contents.

(p) The office of C.I.A. to which the material is to be routed. In the same box will be typed in small letters the initials of the person making the routing. If the person preparing the form did not indicate the routing his initial will appear after a diagonal mark after the initial of the router.

(3) After preparation of the ~~CIF~~ File Card, Form No. 35-1, the following disposition will be made of each copy of the form:

(a) Original to be filed by Central Registry under File Classification Number.

(b) First carbon will be filed by Central Registry under ~~CIF~~ Control Number.

(c) Fourth carbon will be attached to paper by staples and will not be removed until the paper has been returned to Central Records.

(d) Second carbon will be attached by paper clips to the paper, to be withdrawn by the Office or Staff Message Center for file in their file records.

(e) Third carbon will be filed by Central Registry under "Source."

(4) Prepare for each receiving office a Consolidated Receipt, Form No. 35-3 (sample attached as TAB B) in three copies on which will be recorded classification, number of copies and ~~CIF~~ Control Number.

(5) Envelope material for officer or enlisted courier transmittal according to established C.I.~~A~~ procedure.

(6) Be responsible for insuring that all receipts are returned from the receiving Office or Staff Message Centers in a reasonable length of time.

(7) Turn over all receipts to Central Records Unit for filing in permanent receipt files. These receipts will be maintained for a period of two years, after which time they may be destroyed.

7. OFFICE AND STAFF MESSAGE CENTER PROCEDURE

In each Office or Staff Message Center the Top Secret Control Officer will have designated specific clerks to handle Top Secret and other critical material. Upon receipt of material in the Office or Staff Message Center from the Central Registry Section, Message Centers will carry out the following procedures:

a. Check the Consolidated Receipt Form to insure that all papers are accounted for by a recorded CIG Control Number. It should be borne in mind that when a person signs for a CIG Control Number he is not only signing for the document itself, but he is accepting the information contained on the File Card as being correct (i.e. that the number of copies of the paper, inclosures, etc. as listed on the File Card are correct).

b. Sign the Consolidated Receipt Form indicating time and date of receipt, and put in the out basket for immediate return to Central Records. If the Office or Staff Message Center check reveals that material listed on the receipt has not been received, or that the File Card is incorrectly prepared, Central Registry will be contacted immediately before the material listed on the receipt is distributed by the Office or Staff Message Center. The Central Registry Section will immediately take action to make necessary corrections.

c. After the receipt has been signed, the Office or Staff Message Center will determine the routing to be given that paper and will then enter the routing on the Message Center Copy of the File Card, with a notation showing the date of routing and the initial of the person making the routing.

d. The File Card will then be filed in numerical sequence by CIG Control Number, except that if a date has been indicated by which time a reply must be prepared, the File Card will be filed by due date of reply in a suspense file. The Office or Staff Message Center in that case will prepare on a blank card of any type a note that a certain CIG Control Number is filed under a certain suspense date. When the answer has been prepared and forwarded to Central Registry for dispatch the temporary card in the numerical file will be destroyed and replaced by the File Card which has been removed from the suspense file.

e. If the Office or Staff Message Center decides that the paper was erroneously routed to that office or staff echelon, the paper with the office copy of the File Card will be returned to Central Registry with a

- note requesting the removal of that CIG Control Number from the receipt form
- already accomplished, and a statement explaining why it has been returned with a suggested routing if possible.

8. RECIPIENT'S PROCEDURE

The procedure to be followed in the routing, recording and filing of papers within an office or staff echelon will be determined by the chiefs of those offices.

SECTION III

OUTGOING MATERIAL, OTHER THAN INTELLIGENCE REPORTS

9. ORIGINATING OFFICE PROCEDURE

a. All correspondence prepared for dispatch from C.I.A. will be prepared in accordance with C.I.A. Administrative Order [REDACTED] dated 26 August 1946, or any subsequent order which rescinds or amplifies Administrative Order [REDACTED]

25X1A

25X1A

b. Originating offices will insure that in all cases a memo for record will accompany the Central Records copies of the papers to be dispatched giving complete background information.

c. The procedure for the recording and transmittal of outgoing material from the originating office to the Office or Staff Message Center is left to the discretion of the Assistant Directors and the chiefs of the staff echelons.

10. OFFICE OR STAFF MESSAGE CENTER PROCEDURE

a. Office or Staff Message Center will check to see that an adequate number of copies have been furnished by the originating office, as well as to insure the adequacy of the memo for record.

b. Office or Staff Message Center will prepare receipts and envelopes for all material for which they are required.

c. The Office or Staff Message Center will enter information regarding the paper on the daily log of outgoing material (suggested sample

attached as TAB C; Office and Staff Message Centers may use a variation of this form as long as all information shown on the sample form is given on the substitute form), and forward the paper to the Central Registry.

d. After the Central Registry has completed its processing (to be described in paragraph 11 below) the Office or Staff Message Center will receive a copy of the File Card to be placed in their numerical CIG Control Number file. Upon receipt of this File Card the record on the daily log of the Office or Staff Message Center will be lined through. If a File Card has not been received in the Office or Staff Message Center within twenty-four hours a check will be made with Central Registry to ascertain the cause of delay.

11. CENTRAL REGISTRY PROCEDURE

a. Outgoing correspondence will be delivered initially to the Special Distribution Unit if the material is Top Secret, or to the Distribution Unit if the material is classified Secret or below. The Outgoing Clerk of each of these units will:

(1) Check the correspondence to see that it is prepared in accordance with C.I.A. Administrative Order [REDACTED]

25X1A

(2) Assign CIG Control Number (the Special Distribution and Distribution Units will receive each day from the Incoming Unit a block of CIG Control Numbers to be used in the numbering of outgoing material).

(3) Assign File Classification Number and indicate Cross Reference.

(4) Prepare File Card, Form No. 35-1 indicating in the spaces provided for that purpose the following information:

- (a) CIG Control Number
- (b) Security classification assigned the paper
- (c) Source (originating office)
- (d) Basic File Classification Number assigned paper

(c) Date of outgoing correspondence
(f) Number of copies of material
(g) Number of indorsements (if indorsements are concerned

(h) Number of inclosures dispatched with material

(i) Date of dispatch

(j) The fact that the correspondence is outgoing

(k) Copy number

(l) Indicate such cross references as may be required to supplement the basic File Classification number.

(m) Subject as indicated on material, and if not indicated thereon, a subject should be prepared which will unmistakably identify the contents.

(n) Addressee of the material. In the same box will be typed in small letters the initials of the person preparing the File Card.

(5) Pass outgoing material to the Dispatchers of the Special Distribution Unit and Distribution Unit depending upon classification of material.

b. The Dispatchers of the Special Distribution Unit and Distribution Unit will:

(1) Remove File Card and Record copies

(2) Envelope material

(3) Indicate on the File Card the courier or registry number under which material is to be dispatched

(4) Distribute File Cards as follows:

(a) Original, first carbon, third carbon to Central Records.

(b) Second carbon to Office or Staff Message Center from which the material was received.

- (5) If material is to travel in the air or special delivery postal channels, will apply needed postage
- (6) If material is classified will prepare courier or registry receipts for delivery to Post Office or Courier
- (7) Deliver to Post Office or Courier
- (8) Deliver Record copies to Central Records.

INTER-OFFICE MATERIAL

12. Material to be sent from one office of C.I.A. to another will be transmitted by the Central Registry couriers directly between offices, or by authorized personnel of the office dispatching the material. There will be no channelizing of such material through Central Registry for record keeping purposes. It will be the responsibility of the Office or Staff Message Centers to keep adequate records of all inter-office material.

13. The systems of recording to be used in the Office or Staff Message Centers may be developed to fit the needs of each particular office, the only requirement being that at all times the Office or Staff Message Centers can account for the disposition of all inter-office material, both outgoing and incoming. It is suggested that the proposed log for outgoing material could also be used for recording inter-office material both incoming and outgoing.

14. The result of much inter-office correspondence is either a directive or order for the division, or the production of an outgoing letter or report. In either case the inter-office correspondence need not be forwarded to Central Records for file unless such inter-office correspondence contains information of considerable value which will supplement the information contained in the memo for record on outgoing mail, or will supplement the information in the published directive or order. In cases where the inter-office correspondence does not result in a formal product which will reach Central Records, the correspondence upon completion will be forwarded to Central Records only if the subject matter in the opinion either of the originator or the final recipient of the correspondence is of sufficient value to justify its retention in permanent files.

SECTION IV

INCOMING INTELLIGENCE INFORMATION, OTHER THAN CABLES

15. CENTRAL REGISTRY PROCEDURE

a. The Incoming Unit of the Central Registry Section will:

- (1) Open envelope or other container of material received.
- (2) If material is received under a courier or registry number, the outer envelope on which this number appears will be attached to the material.
- (3) Time stamp material
- (4) Assign C.I.R. Control Number
- (5) Assign security classification (i.e. TOP SECRET, Secret, Confidential, Restricted or Unclassified) to material which is received unclassified, and which according to C.I.R. policy requires a security classification.
- (6) Pass to Information Distribution Unit if the material is Secret or below in security classification and to Special Distribution Unit if the material is Top Secret.

b. The Information Distribution Unit and Special Distribution Unit will:

(1) Assign the report a File Classification Number which is obtained from the File Classification Book published by the Central Registry Section.

(2) Prepare C.I.R. File Card, Form No. 35-2 (sample attached as TAB D) indicating in the spaces provided for each purpose:

- (a) C.I.R. Control Number
- (b) Security classification
- (c) Source
- (d) File Classification Number
- (e) Date of receipt
- (f) Number of copies
- (g) Number of inclosures

(h) Name of agency which forwarded material to C.I.G.

(i) Date of document

(j) Number assigned to document by transmitting agency

(k) Courier number or any other identifying number under which the material was received

(1) Subject with any other information which should be recorded for which spaces are not provided.

(3) Review the document very briefly to see if any agency in C.I.A. other than the Office of Research and Evaluation should receive a copy of the material. For this purpose representatives of the Office of Research and Evaluation and the Office of Collection and Dissemination will sit in the Information Distribution Unit (if the intelligence information were routed initially to Special Distribution, that unit will refer the intelligence information documents to this representative for review). After review the distribution which the material is to receive within C.I.A. will be noted in the space provided for that purpose on CIA File Card, Form 35-2.

(4) The File Card, Form No. 35-2, will then be distributed in the following manner:

(a) Original and third and fourth carbon will be forwarded with the copies of material going to ORE.

(b) First carbon copy will be filed in CIG Control Number File in Central Registry.

(c) Second carbon will be filed in Filing Classification Number File in Central Registry.

(d) Fifth copy will be filed in "Source" file of Central Registry.

(e) If the distribution on a document is so wide that the six copies of File Card, Form No. 35-2 are inadequate, another series of six copies will be prepared.

(5) Prepare for each receiving office a Consolidated Receipt,

Form No. 35-3 (sample attached as T.B B) in three copies on which will be recorded classification, number of copies, and CIA Control Number.

(6) Envelope material for transmittal by officer or enlisted courier.

(7) Be responsible for insuring that all receipts are returned from the receiving Office and Staff Message Centers in a reasonable length of time.

(8) All receipts will then be turned over to Central Records for filing in permanent receipt files. These receipts will be maintained for a period of two years, after which time they may be destroyed.

16. OFFICE OR STAFF MESSAGE CENTER PROCEDURE

Upon receipt in the Office or Staff Message Center from the Central Registry Unit, Message Centers will carry out the following procedures:

a. Check the Consolidated Receipt form to insure that all papers are accounted for by a recorded CIA Control Number. It should be borne in mind that when a person signs for a CIA Control Number he is not only signing for the document itself, but he is accepting the information contained on the File Card as being correct (i.e. that the number of copies of the paper, inclosures, etc. as listed on the File Card are correct).

b. Sign the Consolidated Receipt Form indicating time and date of receipt, and put in the out basket for immediate return to Central Records. If the Office or Staff Message Center check reveals that material listed on the receipt has not been received, or that the File Card is incorrectly prepared, Central Registry will be contacted immediately before a single piece of material listed on the receipt is distributed by the Office or Staff Message Center. The Office or Staff Message Center will then abide by whatever instructions it receives from Central Registry.

c. After the receipt has been signed, the Office or Staff Message Center will determine the routing to be given that paper.

d. The clerk will then enter the routing on the Message Center copy of the File Card, with a notation showing the date of routing and the initial

of the person making the routing.

g. The File Card will then be filed in numerical sequence by CIG Control Number. In the case of the Office Message Center of the Office of Research and Evaluation two additional copies of the card are furnished. In addition to the CIG Control Number file, that office will file one copy of the form by "Source"; the third copy will be attached to the copy of the document which is forwarded to the Intelligence Library (if no copy is available for direct routing to Library the third copy will be attached to the routed copy which is designated as the Library File copy). Upon receipt in the Library of ORE this copy of the form will be removed when the basic Intelligence Library File Classification has been determined for the report. This classification will be written over the face of the third copy of the File Card and returned through the Office Message Center to Central Registry, where a notation on the CIG Control Number Card will be made of the ORE classification.

SECTION V.


OUTGOING INTELLIGENCE REPORTS

Intelligence reports prepared and published in Central Intelligence ^{Agency} will be distributed in the following manner:

17. Office of Collection and Dissemination will furnish the Special Distribution Unit or the Distribution Unit a dissemination order covering the dissemination of each C.I. publication.

18. After publication all copies of the report will be forwarded to Special Distribution Unit or Distribution Unit, depending upon the classification of the report, where distribution will be made automatically according to the dissemination orders.

FOR THE DIRECTOR OF CENTRAL INTELLIGENCE:


Colonel, CIG
Executive for Personnel
and Administration

25X1A

Control No.		Sec Cl	Source		File Classification	
Date of Mat	No. Cc	No. Inds	No. Incls	Date Rec/Dispatch		
In, Out	Cpy. No.		Reply Date	Courier No.		
Subject						
Form No. 35-1 Sept 1946						
Original- File Classification Card File				Routing		
1st Copy- Central Registry Control No. File						
2nd Copy- Office Message Center Control No. File						
3rd Copy- Central Registry Source File						
4th Copy- To Accompany Paper						

(The actual size of the above form is 3" x 5")

File Card, Form No. 35-1

TAB "A"

CONSOLIDATED RECEIPT

TO: _____

No. of nieces

[illegible]

Form No. 35-3
Sept. 1946

Time

$$D_{\mathcal{A}} \in$$

(The actual size of the above form is 5" x 8")

CONSOLIDATED RECEIPT, FORM NO. 35-3

TAB "B"

Approved For Release 2001/07/12 : CIA-RDP81-00728R000100050016-2

[illegible]

Approved For Release 2001/07/12 : CIA-RDP81-00728R000100050016-2

Control No.	Sec Clas	Source	File Class No.
Date Rec.	No. Cc.	No. Incls.	Dis'tribution in ORE
Transmitting Agency			<input type="checkbox"/> AM <input type="checkbox"/> WF/A <input type="checkbox"/> ME/I <input type="checkbox"/> LL <input type="checkbox"/> FE <input type="checkbox"/> Ed <input type="checkbox"/> Other
Date of Doc.	Agency No.	Courier Number	
Dist. in CIG			
Subject			
Form No. 35-2 Sept 1946			
Original - For ORE Files			
1st Copy - Central Registry Control No. File			
2nd Copy - Central Registry File Classification No. File			
3rd Copy - For ORE Files			
4th Copy - For ORE Files			
5th Copy - Central Registry "Source" File			

(The actual size of the above form is 3" x 5")

File Card, Form No. 35-2

TAB "D"